(Senate Resolution dated 15.05.2018 no. 06)

# ATILIM UNIVERSITY SCHOOL OF HEALTH SCIENCES DIRECTIVE ON UNDERGRADUATE AND GRADUATE DEGREE

# PRACTICE SESSIONS

# SECTION ONE

# Purpose, Scope Basis and Definitions

**Purpose**

**ARTICLE 1.**

1. This Directive determines the rules and principles to follow with respect to the mandatory applications required to enhance theoretical knowledge for undergraduate and graduate degree students of Atılım University School of Health Sciences.
2. The insurance of Atılım University School of Health Sciences students attending practice sessions within the scope of this Directive is covered by Atılım University, and in this regard, the provisions of Law on Social Securities and General Health Insurance no. 5510 shall be binding.

# Scope

**ARTICLE 2.** This Directive covers the principles and procedures regarding laboratory practice sessions, clinical/ field practice sessions, as well as the semester and summer activities projected in the education program of the students registered under the Atılım University School of Health Sciences.

# Basis

**ARTICLE 3** - This Directive based on Atılım University Regulations on Associate and Undergraduate Degree Education published in the Official Gazette dated 16.06.2017 no. 30098; the relevant provisions of Atılım University Regulations on Graduate Degree Education published in the Official Gazette dated 25.12.2016 no. 29929, and those of Higher Education Law no. 2547.

# Definitions

**ARTICLE 4 -** The definitions for this Directive are:

1. University: Atılım University
2. School: Atılım University School of Health Sciences
3. Dean’s Office: The Dean of the School of Health Sciences
4. Department: The Departments of the School of Health Sciences
5. Practice Commission: Commission members responsible for the tasks regarding practice sessions under relevant departments
6. Mentor: Individuals having obtained at least an undergraduate degree from, and hold professional proficiency in, the relevant fields, accompanying students at their workplaces (such as service/ official polyclinic nurses, dietitians, physiotherapists, child development specialists).
7. Academic advisor: Academics serving under relevant departments responsible to guide students and the processes of practice studies through weekly meetings or consultations at an academic level, to assess students simultaneously with advisors of the organization, and to have the final decree regarding student grades,
8. Workplaces: The Research and Application Hospital(s) owned by, or affiliated with Atılım University, as well as special education and rehabilitation institutions/ organizations. This involves institutions and organizations of different public and local administrations, private organizations and NGOs, deemed appropriate by the Practice Commission.

ı) Student: Individuals from the School of Health Sciences and the Graduate School of Health Sciences to fulfill their obligations for practice sessions under their education/ training programs.

# SECTION TWO

**Duties and Responsibilities**

**School practice commission**

**ARTICLE 5**

1. The Practice Commission consists of department directors, or faculty members/ instructors determined by department directors and is of at least 3 faculty members. When school departments increase in numbers, a department director/ faculty member from each department is expected to represent their department in the commission.
2. By the School Board and upon the suggestion of Department Directors, the Practice Commission is appointed for 3 years.

# Duties and responsibilities of the practice commission

# ARTICLE 6

1. Faculty members appointed as Practice Commission members are responsible for determining workplaces for their own departments, planning and approving student rotations, amending practice session dates where needed, undertaking practice session exemption procedures, informing the Dean of the School of Health Sciences of the institutions where practice sessions are to take place at least two months before the start date, and assessing the completed practice sessions.
2. The Practice Commission may audit students at their workplaces.
3. Practice session evaluation results are presented to the Practice Commission by the relevant faculty members. Evaluations are presented to the Dean of the School of Health Sciences in writing by the Commission. The results are announced by the relevant department directorates.

# SECTION THREE

**Regulations on Practice Sessions**

**Practice study durations and workplaces**

**ARTICLE 7**

1. The practice session calendars and durations of Atılım University School of Health Sciences students are determined in line with the curriculum created at the beginning of the semester.
2. All documents relevant to practice session grades are stored by the relevant Department Directorate for a period of 5 (five) years.
3. Students are obliged to obey the rules, instructions and commands regarding the order of operation at their assigned workplaces.
4. Students intending to attend practice sessions abroad are assessed by the Practice Commission with respect to their academic success and skills in foreign languages, and approved by the Dean. In addition, students may attend practice sessions under the Exchange Programs deemed appropriate by the relevant department.

# Practice study principles

# ARTICLE 8

1. The practice notebook/ file should be filled in Turkish (English if abroad), to include technical drawings made in ink as per the rules of writing and drawing. A summary in Turkish should be attached to the files in English.
2. Students fill their notebooks during the practice period at their workplaces and have the entries requiring validation validated to the officials throughout and at the end of their practice sessions. Every page of the practice session notebook should be signed with the initials of the practice session official(s), with the first and the last page signed and stamped.
3. The Practice Session Evaluation Certificate is completed by the institution where practice sessions take place undisclosed to students. The certificate is then approved and placed in a sealed envelope. The full name, the title and the position of the approving mentor or practice session official is clearly stated on the document. The sealed envelope, along with the practice session notebook, is sent to the School either by the institution by post, or by students themselves.
4. Notebooks and documents relevant to their practice sessions should be delivered to the Dean’s Office by the students by the end of the second week following the fall/ spring semester following the practice sessions. Practice session files sent past the due date shall not be processed and these sessions are deemed invalid.

# Initiating practice sessions

# ARTICLE 9 - Before a practice session;

1. The Dean of the School of Health Sciences presents the Dean of Students with the list of students to attend practice sessions.
2. Practice session details are announced to the Dean of the School of Health Sciences and the institution hospital at least two weeks before the starting date. Where needed, the cooperative working plan between the institutions may be reviewed.
3. Students are provided with an orientation session(s) in topics determined by department directorates before their practice sessions. Information on the training presented is logged and filed by program officials. An orientation training certificate is then issued to attending students, or the training is repeated for those unable to have attended the session(s).
4. The mentor/ official introduces the unit of practice to students, and informs them of the rules of operation.

# Practice session documents

# ARTICLE 10

(1) The relevant instructor learns about the documents required for practice session from the institution(s) and informs the students accordingly. Forms and practice notebooks to be used throughout their practice sessions are given to the students by the course instructor at least one week before the starting date.

# The practice session process

# ARTICLE 11

1. The calendar and duration of practice sessions are determined in line with the curriculum created at the beginning of the semester.
2. Students’ workplaces are determined by the department directorate. Workplaces are presented by the department director to the practice commission. Students begin their practice sessions at the determined workplaces.
3. Upon receiving the approval regarding their workplaces by the commission, students deliver the relevant documentation to the institution where their practice sessions are to take place. These documents are signed and sealed/ stamped by the institution official(s) before their delivery by the student to the Secretary of the School of Health Sciences.
4. Students with insurance are required to deliver their “Notice on Employment under Insurance” document at least 15 days before their starting date to the Secretary of the relevant School. Students not having delivered their Notice on Employment under Insurance may not start their practice sessions.
5. Students may not change their workplaces without the information and approval of the practice commission after starting their practice sessions. In the event of strikes and adverse situations, or natural disasters such as earthquakes, floods or fire, students may continue their practice sessions at a different workplace with the approval by the Practice Commission.
6. Attendance to practice sessions is compulsory. Days unattended with valid reasons are informed to the Practice Commission to be compensated for later. When students fail to attend 20% or more of their practice sessions, compensation is compulsory.
7. Students starting their practice sessions have the documents relevant to their practice signed and approved by the manager of the unit/ department where these sessions are taking place.
8. Documents on practice sessions are delivered by the student to the relevant instructor in full within a week the latest following the ending date of the practice sessions.
9. The Student Evaluation Form must be in a sealed envelope, and signed and stamped by the institution official for the workplace where the sessions took place.
10. The Practice Commission stores the list of students and the organizations/ institutions under which they had attended their sessions in their practice session files. Documents relevant to practice sessions may also be stored digitally.

**Practice study evaluation**

**ARTICLE 12**

1. The Practice Commission reviews the practice session notebook.
2. Students holding no records of non-attendance and deemed to have acquired an adequate amount of information and skills by the practice commission are deemed successful. To succeed in practice study courses, students are expected to achieve a grade of at least 60 over 100. Students are to repeat their practice studies should they fail to achieve a passing grade.
3. Students deemed unsuccessful as per the Student Assessment form completed by the institution official are required to repeat their practice sessions.
4. Feedback is provided to students on their practice session grades, and the evaluation form is signed by the student and the relevant instructor.

# Practice session exemptions

**ARTICLE 13** - Transfer students may be exempted from practice sessions in full or partially with respect to their practice sessions conducted under their previous Higher Education Institution upon the suggestion of the Practice Committee and the approval of the School Executive Board.

# Documents relevant to practice sessions

**ARTICLE 14** - After practice session evaluations, all kinds of documents relevant to the sessions are delivered to the Secretary of School to be stored for at least 5 years.

# Objecting to examination results

**ARTICLE 15** - Students may object to their examination results as per Atılım University Regulations on Undergraduate and Graduate Degree Education, and Examination published in the Official Gazette dated 16.06.2017 no. 30098.

# Make-up exams

**ARTICLE 16** - Make-up exams are administered for students unable to attend a practice session exam with a valid reason that is accepted by the School of Health Sciences Executive Board.

# Practice session prerequisites

**ARTICLE 17** - Regulations on practice sessions are determined and announced by the relevant Department Directorates. Students are obliged to follow the regulations by the Department Directorates under which they study.

# Student duties and obligations ARTICLE 18

1. Students perform all activities under the practice session process within the framework of ethical principles and rules.
2. Students should be dressed in a way that is appropriate to the special conditions of their profession at the School of Health Sciences, the employing hospital, and organization. Students may not be dressed in a way that disrupts the dress codes of their employing institution.
3. Students are obliged to follow hygiene rules. They are to follow general hygiene rules such as washing hands, or nail care. In addition, students may not exceed the general average in terms of self-care. The overall appearance of students and the way they are dressed are monitored and assessed throughout the practice studies.
4. Students are obliged to avoid any kind of approach or behavior that may endanger the biopsychosocial integrity of the patients/ clients.
5. Students may not obtain or share on social media any personal information such as photos, or recordings relevant to the patient, or the patient’s condition to maintain patient privacy.
6. Students are obliged to convey the problems that they may encounter during their practice sessions to the faculty member/ instructor responsible, instead of making an effort to solve these problems on their own together with other professionals employed at their hospital or organization.
7. Students present their opinions on the order of operation of their hospital or organization of practice as a report to the relevant instructor at the end of each practice session.

# SECTION FOUR

**Miscellaneous and Final Provisions**

**ARTICLE 19 -** This Directive shall take effect after its approval by the Atılım University Senate.

**ARTICLE 20** - In addition to this Directive, students are subject to other provisions available in the Directives relevant to the departments under which they are registered. The Additional Directives for the Department of Nutrition and Dietetics is available in ANNEX-1.

# Effective Date

**ARTICLE 21** - Accepted and entered into effect in the Atılım University Senate meeting dated 15/05/2018 no. 59394181-050-01, this Directive shall take effect from the Academic Year of 2018-2019.

# Execution

**ARTICLE 22 -** This Directive is executed by the President of Atılım University.

# ANNEX-1 ADDITIONAL DIRECTIVES FOR THE DEPARTMENT OF NUTRITION AND DIETETICS

**Purpose**

**Article 1** - This Annex to the Directives on Practice Sessions details the procedures in relation to the practice sessions in Nutrition and Dietetics coded BES 401, BES 402 and BES 405. These practice sessions aim to provide students with the opportunity to apply their acquired knowledge and skills in their actual field of operation, give them the skills and abilities required to work with doctors, nurses, psychologists, social service experts, administrators, chefs or waiters responsible for patient care and treatment and to help them learn dietetics as a profession (tasks, responsibilities, fields and methods of operation etc.), as well as to grant them with the information and skills on the challenges and observations regarding dietitians, as well as the means to overcome these challenges.

# BES 401

**Article 2** - For the practice sessions coded BES 401, students are to perform 7 weeks of observation and practice under **Clinical Nutrition - Adult Patients** and 7 weeks of observation and practice under **Clinical Nutrition - Child Patients** during Semester 7. The goals of these practice sessions are:

1. For the practice sessions that involve the clinical nutrition of adult patients; to grant students with the knowledge and skills regarding the challenges and ways to overcome them in special cases that may involve challenges in communication with adults, relations with patient relatives, chronic diseases, or old patients;
2. For the practice sessions that involve the clinical nutrition of child patients; to help students gain experience in the basics of the psychological approach towards children, the basics of communication with care taker parents or other relatives, and communication between health care professionals and patients; as well as to aid them in developing ways to overcome challenges that they may encounter.

# BES 402

**Article 3** - For the practice sessions coded BES 402, students are to perform 7 weeks of observation and practice under **Batch Nutrition Systems** and 7 weeks of observation and practice under **Nutrition in Public Health**.

The goals of these practice sessions are:

1. For the practice sessions involving batch nutrition systems, to grant students with information and skills relevant to observing the processes following food purchases such as storing, preparing, cooking, serving, washing dishes and eliminating wastes, to detecting the problems, coming up with ways to overcome these challenges, communication between institution managers and catering officials, and audits.
2. For the practice sessions involving nutrition in public health; to provide training in nutrition to improve and develop the nutrition status, and to grant them skills, through in-house observations at the fields of public health dietitians where the actuality is experienced and observed, and through research and data collection.

# BES 405

**Article 4** - For the practice sessions coded BES 405, following the academic year where they complete their second year, students are to perform observations and studies in their desired fields during the summer holiday **for a duration of 6 weeks.**  The individuals responsible for students and grading at the desired institution of these students are dietitians having graduated from university departments of nutrition and dietetics. Students are to select their desired fields and institutions themselves and submit a letter to the education commission to apply. The letter should involve the information on the institution where the sessions are to take place, the name and contact information of the dietitian to be responsible for the student; and a document should be attached to show that the dietitian serving at the institution accepts to evaluate the student. Students may choose fields such as media, special consulting offices, ministries, international organizations, food production companies, or medicine companies performing enteral-parenteral product sales. Students may divide the period of study of 6 weeks into 3 in increments of at least 15 days. Students may choose to attend their sessions in Türkiye, or abroad.

# Duration

**Article 5** - Practice sessions coded BES 401, BES 402 and BES 405 take up 3.5 days in a week. Daily working hours for practice sessions are determined by the practice session advisors in line with the working hours at the hospital or the institution where students attend their sessions.

# Student reports

**Article 6** - Students prepare reports for their completed practice sessions. Students deliver their reports to the practice study official within the predetermined period, and with the approval of the workplace representative. Student reports are prepared individually for each department. Reports include the studies by the student, the cases monitored and the recommended diets, as well as information such as the challenges observed and the suggestions created to overcome the challenges.

# Employer reports

**Article 7** - Students completing their practice session receive an evaluation report from their employer in relation to their sessions. Employer reports are prepared taking into consideration the relationships of the intern with patients and institution staff and their effectiveness in their tasks, their hours of clocking in and out, their success in completion of given tasks and in presentations etc.

# Regulations

**Article 8** - The relevant articles under Atılım University Regulations on Undergraduate and Graduate Degree Education and Examination apply for student attendance and grade evaluations.

# Examination and evaluation

**Article 9** - The ratios below are used when examining and evaluating student success in practice sessions, and the means to evaluate practice studies are announced when the semester begins.

1. Internship reports prepared by students constitute 40%;
2. Employer reports constitute 20%;
3. Evaluations by the internship board constitute 40%.

A written and an oral examination takes place for evaluations by the internship board. Evaluations for internships consisting of four individual sections are performed individually. Students failing in their internship studies are required to repeat the internship section in which they have failed.

# Practice

**Article 10** - At the end of their fourth year, students are given the opportunity to repeat the practice sessions in which they have failed, in the summer period. Students repeat their failed practice sessions during the summer period. Students failing in two or more practice sessions may repeat one in the summer period, and the others in the following Semesters of fall and spring.

# Objection to examination results

**Article 11** - Students may object to examination results within 14 days of result announcement to their Department Directorates. These objections are reviewed by the relevant instructors and faculty members, and grades are corrected only in the event of a material error. No other cases shall constitute the basis to amend grades.

# Make-up Exams

**Article 12** - The examination is administered for students having been unable to take any exams, and having their excuses accepted by the Executive Board of the School of Health Sciences. Make-up exams are administered once per semester and on the date to be determined by the Directorate of the Department of Nutrition and Dietetics as per Atılım University Regulations on Undergraduate and Graduate Degree Education and Examination.

# General appearance

**Article 13** - The general appearance and clothes of students should be in a way that suits university students, and the special conditions proposed for professional dietitians by the hospital or the institution working with the Department of Nutrition and Dietetics. The overall appearance of students and the way they are dressed shall be monitored and assessed throughout the practice sessions. Students failing to obey the rules of operation and discipline at their workplace shall be subjected to the provisions of “Regulations on Student Discipline for Higher Education Institutions”.

# Dress code

**Article 14** - Students wear a long white apron during their practice sessions. The Atılım University insignia prepared by the department and given to the student is attached onto the collar of student aprons. Name plates also prepared by the department are clipped underneath the insignia.

# Problems

**Article 15** - Problems encountered by students during their sessions should be conveyed primarily to the dietitian responsible, then, to the relevant advisor, and where needed, to the Directorate of the Department of Nutrition and Dietetics. Problems encountered during work hours are to be resolved through consultation and cooperation with the dietitians responsible for the section and/ or their advisors. Students shall make no effort to resolve these problems on their own together with other professionals employed at the hospital or the institution.

# Effective Date

**Article 16** - This Directive annex enters into effect upon its approval by the Atılım University Senate to take effect from the Academic Year of 2020-2021.

# Execution

**Article 17 -** This Directive is executed by the President of Atılım University.